

Frederick County Public Schools

***Appeal Information Form
Superintendent Level***

An appellant may use this form to provide their basis for appeal. The form should be sent to the Superintendent of Schools, 115 East Church Street, Frederick, MD 21701 within 30 days of the occurrence of the matter being appealed.

1. Appellant's name, address, and daytime telephone number (to be provided for each appellant):

Name: _____

Address: _____

Telephone: _____

2. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the decision or action.

3. Provide a concise statement of facts to support your appeal:

4. State all laws, policies, regulations, etc. which you believe have been violated in this case and how:

5. Identify and attach all documents on which you will rely in presenting your appeal.

6. State the relief or remedy you want from the Superintendent in this appeal.

7. Name of MSTA UniServ Director, if applicable.

Appellant Signature

Date

See Board Policy 105 for additional information on the appeal process.